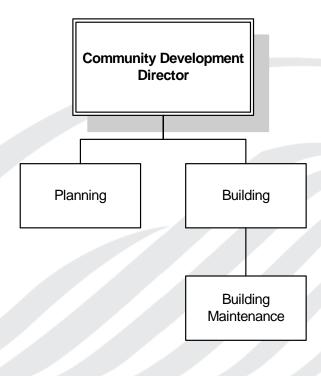
Community Development

[202-6110] [206-5120] [206-5130] [207-5170] [740-2115] [740-2120] [740-5150]

Appropriations Summary

•	3	02/03	03/04	04/05 Current	04/05 Estimated	05/06 Adopted
		Actuals	Actuals	Budget	Actuals	Budget
Salaries		1,255,445	1,349,864	1,739,419	1,510,736	1,875,740
Supplies & Services		823,532	778,481	1,670,761	1,477,878	1,552,729
Capital Outlay		7,908	1,308	13,000	6,000	57,000
Debt Services		1,330	-	-	-	-
Internal Service		499,092	523,387	440,769	460,120	468,749
Transfers Out		-	54,000	-	-	-
Project Expenditure		-	-	-	-	-
TOTAL BY CATEGORY		2,587,307	2,707,041	3,863,949	3,454,734	3,954,218

202	6110 CONGESTION MGMT	65,815	65,626	80,329	65,223	84,994
206	5120 PLANNING	1,140,646	1,243,240	1,236,714	1,123,078	1,219,194
206	5130 BUILDING	844,132	813,118	1,055,720	930,464	1,129,216
207	5170 GENERAL PLAN UPDATE	44,318	63,022	147,742	76,801	154,553
740	2115 BUILDING MAINTENANCE-CCC	-	-	491,198	416,886	362,554
740	2120 BUILDING MAINTENANCE-AQUATICS	-	-	310,931	305,838	367,495
740	5150 BUILDING MAINTENANCE	492,395	522,036	541,316	536,444	636,212
	TOTAL BY PROGRAM	2,587,307	2,707,041	3,863,949	3,454,734	3,954,218





[202-6110] Congestion Management

ACTIVITY DESCRIPTION

The Community Development Department - Congestion Management Activity (Planning Division) is responsible for developing and implementing programs to ensure City compliance with the Santa Clara Valley Transportation Agency Congestion Management Program (CMP). This is a State-mandated program approved by the voters with the passage of Proposition 111.

FY 2004/05 HIGHLIGHTS

- Participated in Santa Clara Valley Transportation Authority (VTA) Congestion Management Program activities to facilitate City compliance with the CMP
- Provided staff support to the VTA Board Technical Advisory Committee and the Morgan Hill, Gilroy, Milpitas (MGM) Group 4 Committee
- Participated in Regional Transportation Planning Efforts
- · Prepared the Annual CMP Monitoring and Compliance Report
- Assisted in securing grant funding to complete the Depot Street Streetscape Plan

FY 2005/06 ACTIVITY GOALS

- Participate in Santa Clara Valley Transportation Authority (VTA) activities to facilitate City compliance with the CMP
- Provide assistance as needed to Morgan Hill's representative on the VTA Policy Advisory Committee and the MGM Group 4 Committee
- Prepare traffic impact studies as needed and route new development applications to VTA for comment
- Ensure on-going compliance with the County Congestion Management Program through the above activities and through preparation of an Annual Monitoring and Compliance Report to be submitted to the VTA in October 2005
- Participate in the South County Transportation Study and other regional transportation planning initiatives sponsored by the VTA and initiated through the implementation of the VTP 2030 Plan
- Identify and submit a project for funding under the VTA Livable Communities and Pedestrian Program, and under the Metropolitan Transportation Comission Livable Communities grant program. It is anticipated that the City may apply for up to \$200,000 from VTA and up to \$1.6 million from MTC, possibly for a Third Street reconstruction project that would enhance pedestrian access, support downtown housing, and facilitate use of alternative transportation.

FINANCIAL COMMENTS

Division activities are funded with Proposition 111 gas tax monies. Materials and supplies have been maintained at FY 2004/05 levels. The budget also reflects a 5% increase in the Congestion Management Program Member Agency Fee from \$22,668 to \$23,801.

[202-6110] Congestion Management

				04/05	04/05	05/06
		02/03	03/04	Current	Estimated	Adopted
Acc	ct Description	Actuals	Actuals	Budget	Actual	Budget
41100	SALARIES - GENERAL	32,215	32,712	41,012	28,927	42,032
41320	SALARIES - OTHER PAYOUT	212	300	-	-	-
41490	OVERTIME - GENERAL	110	-	-	-	-
41560	UNEMPLOYMENT INSURANCE	3	56	129	76	135
41620	RETIREMENT - GENERAL	174	993	3,535	2,310	5,475
41690	DEFERRED COMPENSATION	1,494	1,511	1,678	1,216	1,966
41700	GROUP INSURANCE	2,560	2,648	2,410	1,973	3,226
41701	MEDICARE	85	88	595	31	609
41730	INCOME PROTECTION INS	487	552	486	396	486
41760	WORKERS COMP	738	1,381	1,713	1,109	1,761
	< <employee services="">></employee>	38,077	40,240	51,558	36,038	55,690
42214	TELEPHONE	400	373	353	300	310
42231	CONTRACT SERVICES	29	-	-	-	-
42423	MEMBERSHIP & DUES	21,184	18,588	22,668	22,668	24,000
	< <supplies &="" services="">></supplies>	21,612	18,961	23,021	22,968	24,310
45003	GENERAL LIABILITY INSURANCE	1,458	1,376	1,239	1,706	489
45010	GF ADMIN	4,667	5,049	4,511	4,511	4,505
	< <internal services="">></internal>	6,125	6,425	5,750	6,217	4,994
	6110 - CONGESTION MANAGEMENT	65,815	65,626	80,329	65,223	84,994

ACTIVITY DESCRIPTION

The Community Development Department Planning Division is responsible for current development activities and for reviewing preliminary and specific plans for compliance with existing zoning and the General Plan. It is also responsible for research, analysis, and development of long-range comprehensive planning projects and programs for the community.

FY 2004/05 HIGHLIGHTS

- Conducted a Residential Development Control System (Measure C) competition and prepared Quarterly Monitoring Reports to the Planning Commission and City Council on the status of all Measure P and Measure C approved residential developments
- Prepared Status Reports on all Commercial, Industrial and Residential Development Projects; kept zoning and General Plan land use maps up to date.
- · Posted quarterly updates on the City website
- Continued work on the Gateway Plan, and updates of the Zoning Ordinances, Subdivision Ordinances and Design Review Ordinance
- Implemented portions of the Downtown Plan including amending the General Plan and Zoning Ordinance to allow mixed use and higher density residential development in the downtown area
- Implemented Residential Development Control System Changes including new evaluation criteria for vertical mixed use development.
- Enhance monitoring of customer satisfaction by refining Customer Service Questionnaire and establishing a program for surveying customers after completion of City permit processing
- Inititated development of a Historic Context Statement

FY 2005/06 WORKPLAN

- · Conduct an Industrial Land Market Analysis
- Urban Limit Line/Greenbelt Implementation Activities
- Conduct annexation of unincorporated urban island areas as requested by the Local Agency Formation Commission (LAFCO)
- Complete Historic Context Statement; Update Historical Inventory; Update Cultural Resources Preservation Ordinance
- Complete Downtown Plan Implementation Activities: Parking Standards; final amendments to PUD Ordinance for Third Street Sunsweet property.
- Complete Architectural Review Handbook
- Complete Subdivision and Zoning Ordinance Update
- Establish Regulations for Land Use Near Streams (City Council Goal)
- Conduct Residential Development Control System (Measure C) Downtown Area, Vertical Mixed Use, and Affordable Project competitions

FY 2005/06 ACTIVITY GOALS

- Participate in interjurisdictional effort to assist Holiday Lakes Estates property owners with a study to determine the feasibility, cost and implementation strategy for extension of sewer system and possible annexation of the unincorporated portion of Holiday Lake Estates
- Complete the amendment to the Walnut Grove PUD and work with Business and Housing to update the City's Auto Dealer Strategy
- Complete EIR and processing of land use entitlements for the Sub-regional Shopping Center at Cochrane and Highway 101

- Monitor Coyote Valley Specific Plan & EIR Process
- Institute Golf Course Mitigation Monitoring and Reporting Plan (MMRP) Implementation
- Review and amend local residential street standards that would detach sidewalks and locate street trees within parkway strips
- · Adopt a Wireless Communications Policy and possible zoning ordinance revisions
- Begin scanning planning files and create electronic files of all approved planning applications
- Prepare a Measure C Allocation Recording & Presentation System
- Conduct a Customer Service Survey; Improve Counter Appearance
- Map all hillside and ridgeline areas, apply the Hillside Combining District to Zoning Map

FINANCIAL COMMENTS

Development Processing Activities are funded by the Community Development Fund. For 2005/06, employee services reflect implementation of the recommended Division staffing as contained in the Maximus Report. For FY05/06, the vacant Senior Planner position will be filled with an employee rather than contract staff. Likewise, funding is being shifted from Contract Services and from part-time temporary staff to fund the recommended new Assistant Planner position. The shift from contract and temporary planners will result in cost savings and more effective staffing of the planning counter and development review activities. Development fees are being increased by one-half of the final one-third of the total increase in fees that was recommended by the Maximus Report. The Planning Division is budgeting \$5,000 toward its share of an update of the customer service survey. Other funds are budgeted in Contract Services to pay for an Industrial Land Market Analysis, an update of the Historic Resources Inventory, and completion of work to update the Zoning and Subdivision Ordinances.

The Fiscal Year 2005/06 budget includes \$10,500 toward the cost of a new copier, with the Building Division supplying the remaining necessary funds; as well as \$10,500 for a new laser printer for the Department.

	<u>FY 03/04</u>	<u>FY 04/05</u>	<u>FY 05/06</u>
PERFORMANCE MEASURES	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
 Number and percent of SR Applications 			
processed within 80 days (excluding 32	applications	21	34
projects requiring initial study or EIR) 100)% complete .	100%	100%
 Number of applications filed which require 			
Architecture Review Board, Planning Commissi	on,		
or City Council Approval	219	216	230
 Percent of RDCS projects provided 30-day notice 	ce		
of default or expiration of allotment	99% .	100%	100%
 Percent of DRC comments received on time 	85% .	73%	80%
 Number of applications (which require ARB, PC 			
or CC approval) processed per planner	Senior-65 .	33	54
		56	
A	ssociate-44	39	45
	Staff-54	93	58

	O		04/05	04/05	05/06
Aget Description	02/03 Actuals	03/04 Actuals		Estimated	Adopted
Acct Description 41100 SALARIES - GENERAL	420,008	416,727	Budget 479,546	Actual 396,964	Budget 556,974
41160 SALARIES - GENERAL 41160 SALARIES - SAFETY	420,000	199	479,340	390,904	2,339
41270 SALARIES - PART-TIME	13,096	17,392	-	34,604	2,339
41270 SALARIES - PART-TIME 41271 SALARIES - PART-TIME TEMP	13,090	17,392	-	30,000	16,000
41320 SALARIES - OTHER PAYOUT	3,905	9,114	-	30,000	10,000
41490 OVERTIME - GENERAL	2,105	155	-	-	-
41560 UNEMPLOYMENT INSURANCE		683	2 012	1,138	2,434
41620 RETIREMENT - GENERAL	41 19,620	29,930	2,013 61,698	1,130 47,398	97,090
41630 RETIREMENT - GENERAL 41630 RETIREMENT - SAFETY	19,020	29,930 49	01,090	47,390 1,454	91,090
41690 DEFERRED COMPENSATION			8,352		
41700 GROUP INSURANCE	8,453	9,110		6,822	9,195
	39,800	45,380	57,149	40,618	53,903
41701 MEDICARE	6,070	5,706	6,953	6,471	8,110
41730 INCOME PROTECTION INS	6,060	6,781	5,990	4,975	6,883
41760 WORKERS COMP	10,209	12,888	20,198	16,762	23,415
41799 BENEFITS	891	603	-	121	-
41900 CONTRACT LABOR	9,860	45,492	68,448	36,640	77/ 2/2
< <employee services="">></employee>	540,119	600,207	710,347	623,967	776,343
42214 TELEPHONE	7,140	6,857	6,237	6,237	6,548
42228 GASOLINE & OIL	64	103	100	495	661
42231 CONTRACT SERVICES	275,807	229,043	171,482	171,482	110,000
12236 BANK CARD SERVICE FEES	-	-	-	1,200	1,200
42242 CORP YARD COSTS	36	- 0.750	63	-	-
42244 STATIONERY & OFFICE SUPPLIES	2,792	2,758	4,000	4,000	4,100
12245 COMPUTER HARDWARE-NON CAPITA		-	19,000	14,500	5,000
42246 COMPUTER SOFTWARE-NON CAPITAL		-	18,000	4,000	10,000
42248 OTHER SUPPLIES	2,826	496	1,000	1,000	1,000
42250 ADVERTISING	12,659	18,893	15,000	15,000	15,750
42252 PHOTOCOPYING	2,233	9,320	9,373	9,200	-
42254 POSTAGE & FREIGHT	4,357	3,286	4,500	3,500	3,500
42257 PRINTING	2,589	5,691	10,000	5,500	5,500
42261 AUTO MILEAGE	-	36	-	-	-
42297 PRIOR YEAR EXPENSE		64,085	-	-	
42408 TRAINING & EDUCATION	1,794	730	4,000	300	4,000
42415 CONFERENCE & MEETINGS	2,855	5,187	7,500	2,400	6,100
42423 MEMBERSHIP & DUES	3,594	3,779	5,000	5,000	5,250
42435 SUBSCRIPTION & PUBLICATIONS	2,182	2,005	4,000	1,000	1,000
42526 MAINT - AUTO/TRUCKS	-	11	-	137	200
42531 MAINT - FURNITURE/OFFICE EQUIP	2,992	1,545	5,000	5,000	5,000
42550 FLEET REPLACEMENT CHARGES	1,536	-			<u>-</u>
< <supplies &="" services="">></supplies>	325,455	353,825	284,255	249,951	184,809

		02/03	03/04	04/05 Current	04/05 Estimated	05/06 Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43840	COMPUTER EQUIPMENT	3,189	-	-	-	21,000
43845	COMPUTER SOFTWARE	-	654	-	-	-
	< <capital outlay="">></capital>	3,189	654	-	-	21,000
44994	LEASE PAYMENTS	1,102	-	-	-	-
	< <debt service="">></debt>	1,102	-	-	-	-
45003	GENERAL LIABILITY INSURANCE	22,074	19,461	18,696	25,745	8,578
45004	BLDG MAINT SERVICES	46,602	64,158	38,296	38,296	41,728
45009	I.S. SERVICES	29,569	18,264	18,355	18,355	20,202
45010	GF ADMIN	172,536	186,671	166,764	166,764	166,534
	< <internal services="">></internal>	270,782	288,554	242,111	249,160	237,042
	5120 - PLANNING DIVISION	1,140,646	1,243,240	1,236,714	1,123,078	1,219,194

[206-5130] Building Division

ACTIVITY DESCRIPTION

The Community Development Department, Building Division enforces all codes and regulations providing minimum standards to safeguard life, health, and public welfare by regulating the use, occupancy, location, and maintenance of all buildings and structures. Permit application submittals, plan reviews, issuance of permits, and field inspections for all new construction and property development activities ensures public safety and compliance with State Regulations. Additionally, the Building Division is responsible for the handling of Code Enforcement activities, which include investigation, case maintenance, and resolution of cases.

FY 2004/05 HIGHLIGHTS

- Code Enforcement activities have increased from 927 to 1,096 cases in calendar year 2004 with 1,029 of those being mitigated and closed
- Staff has completed the redesign of our building permit
- Staff implemented a document imaging and document management system to enhance our records retention process
- Staff has made modifications to the permit software which allows all building permit application fees to be calculated automatically
- A parcel database upgrade has been completed, which includes an update of parcel information for all parcels located within our sphere of influence

FY 2005/06 WORKPLAN

- Implementation and adoption of the 2004 California Electrical Code
- Implementation of the 2005 California Energy Standards
- Implementation and adoption of the International Building Code (IBC) and International Residential Code (IRC)
- Develop a proactive Code Enforcement Business License Review Program
- Complete Phase II of our Records Retention Process which includes the conversion of Phase II

FINANCIAL COMMENTS

The Building Division issued 1,316 permits for calendar year 2004, totaling \$106,712,952 in total building valuations. This year's activities are expected to be similar to last years. Operation of the Building Division is funded by development fees.

	CY 03/04	CY 04/05	CY 05/06
PERFORMANCE MEASURES	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
 Percent of inspections accomplished within 			
a 24-hour response time	96.5%	96.8% .	100%
 Total number of code enforcement complaints p 	rocessed927.	1096 .	1000
 Number of code enforcement cases mitigated a 	and closed832	1029 .	950
 Percent of code enforcement cases closed 	90%	94% .	95%
 Percent of building permits issued over-the-cou 	nter N/A	32% .	35%

[206-5130] Building Division

	_	02/03	03/04	04/05 Current	04/05 Estimated	05/06 Adopted
	Description	Actuals	Actuals	Budget	Actual	Budget
	SALARIES - GENERAL	395,576	365,686	411,461	328,462	457,531
41270	SALARIES - PART-TIME	15,426	26,786	-	29,995	-
41280	SALARIES - P.T. REIMBURSEMENT	162	331	-	200	-
41320	SALARIES - OTHER PAYOUT	9,591	14,119	-	6,000	6,000
41490	OVERTIME - GENERAL	2,188	2,227	6,000	3,000	3,000
41560	UNEMPLOYMENT INSURANCE	35	704	1,956	1,113	2,266
41620	RETIREMENT - GENERAL	22,122	31,006	56,538	44,780	84,239
41690	DEFERRED COMPENSATION	4,324	5,052	3,102	3,040	2,970
41700	GROUP INSURANCE	34,684	46,731	61,935	41,609	54,791
41701	MEDICARE	4,847	5,241	5,966	5,151	6,634
41730	INCOME PROTECTION INS	5,980	5,953	5,171	4,242	5,716
41760	WORKERS COMP	9,780	13,101	20,836	18,774	24,403
41799	BENEFITS	602	517	-	105	-
41800	UNIFORM	-	511	-	-	1,200
41900	CONTRACT LABOR	7,393	2,865	15,000	23,800	15,000
	< <employee services="">></employee>	512,709	520,831	587,965	510,271	663,750
42214	TELEPHONE	7,350	8,136	7,638	5,200	6,000
42228	GASOLINE & OIL	2,765	3,575	4,000	4,800	5,980
42231	CONTRACT SERVICES	75,979	44,371	196,765	145,000	185,000
12236	BANK CARD SERVICE FEES	-	-	-	7,600	2,500
12244	STATIONERY & OFFICE SUPPLIES	3,633	2,543	5,000	4,800	5,000
12245	COMPUTER HARDWARE-NON CAPITAL	-	-	24,000	22,000	12,000
12246	COMPUTER SOFTWARE-NON CAPITAL	-	-	8,000	8,000	5,000
12248	OTHER SUPPLIES	2,816	862	2,500	1,250	2,500
42250	ADVERTISING	217	1,474	1,000	800	1,000
42252	PHOTOCOPYING	40	2,236	3,000	3,600	3,500
12254	POSTAGE & FREIGHT	2,085	2,134	3,000	2,850	3,000
12257	PRINTING	2,228	1,992	5,000	3,300	4,000
12261	AUTO MILEAGE	103	325	500	500	500
12265	AUTO ALLOWANCE	-	-	500	500	500
12281	SMALL TOOLS	-	-	500	500	500
12299	OTHER EXPENSE	-	263	500	500	500
42408	TRAINING & EDUCATION	2,927	1,411	6,000	5,200	6,000
42415	CONFERENCE & MEETINGS	728	2,502	5,000	4,800	5,000
12423	MEMBERSHIP & DUES	1,119	490	2,000	1,250	2,000
42435	SUBSCRIPTION & PUBLICATIONS	1,350	1,098	2,000	1,250	2,000
42526	MAINT - AUTO/TRUCKS	811	4,512	4,000	4,800	5,500
42531	MAINT - FURNITURE/OFFICE EQUIP	636	5,324	6,000	6,000	5,000
42550	FLEET REPLACEMENT CHARGES	20,431	-		_	-
	< <supplies &="" services="">></supplies>	125,217	83,248	286,903	234,500	262,980

[206-5130] Building Division

				04/05	04/05	05/06
		02/03	03/04	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43835	FURNITURE/OFFICE EQUIPMENT	2,304	-	8,000	6,000	16,000
43840	COMPUTER EQUIPMENT	2,415	-	-	-	6,000
43845	COMPUTER SOFTWARE	-	654	-	-	2,000
	< <capital outlay="">></capital>	4,719	654	8,000	6,000	24,000
44994	LEASE PAYMENTS	228	-	-	-	-
	< <debt service="">></debt>	228	-	-	-	-
45003	GENERAL LIABILITY INSURANCE	19,799	18,691	18,145	24,986	7,969
45004	BLDG MAINT SERVICES	29,972	41,262	24,630	24,630	26,837
45006	FLEET REPLACEMENT	-	-	-	-	12,535
45009	I.S. SERVICES	29,569	16,525	12,237	12,237	13,468
45010	GF ADMIN	121,919	131,907	117,840	117,840	117,677
	< <internal services="">></internal>	201,259	208,385	172,852	179,693	178,486
	5130 - BUILDING DIVISION	844,132	813,118	1,055,720	930,464	1,129,216



[207-5170] General Plan Update

ACTIVITY DESCRIPTION

This activity involves update of the City's entire General Plan. The update, which was begun in FY 1998/99, was completed in July 2001. A separate update of the Housing Element to the General Plan was completed in May 2002. It is anticipated that numerous implementation measures will be adopted as part of the new General Plan. This budget includes, in FY 2005/06, staffing to undertake certain General Plan implementation measures. The next major update of the General Plan is anticipated to begin in FY 2009/10.

FY 2004/05 HIGHLIGHTS

- Completed updates and corrections to the General Plan Land Use Diagram
- Completed the Urban Limit Line/Greenbelt Study Final Advisory Committee Report
- · Amended the General Plan and Zoning for the Downtown Area

FY 2005/06 WORKPLAN

- Complete Urban Limit Line & Greenbelt Implementation General Plan Amendment, including environmental review, to establish Urban Limit Line and adopt new text, map and policies, including the American Anchorpoint changes
- Analyze Coyote Valley Specific Plan and EIR materials prepared by the City of San Jose for possible needs to amend General Plan circulation policies, greenbelt policies, and other possible amendments
- Complete an Industrial Lands Market Analysis, to evaluate existing industrial lands as well as possible lands in the ULL "southeast quadrant" to be designated for future industrial use

FY 2005/06 ACTIVITY GOALS

- Continue work to establish the Morgan Hill greenbelt, including: coordinate with Santa Clara County and Open Space Authority; work to acquire and/or obtain easements for priority open space/greenbelt lands; coordinate with Public Works/Recreation on trails plan
- Amend the Circulation Element to include level of service standards for unsignalized intersections
- Adopt Historic Context Statement, update of Historic Resources Inventory, and possible amendment of Cultural Resources Preservation Ordinance, to implement General Plan policies regarding historic preservation.

FINANCIAL COMMENTS

The total cost of the General Plan update is paid for from a combination of General, Park Development Impact, Community Development, RDA, Housing, Sewer and Water Funds. All costs associated with Plan implementation in FY 2005/06 will be approximately \$60,900. This figure includes \$6,000 towards the cost of an Industrial Lands Market Analysis, \$25,000 toward the update of the Historic Resources Inventory, and \$29,900 toward the cost of a part time temporary employee to carry out Urban Limit Line and Greenbelt implementation activities.

Starting with FY 2005/06, staff will begin transferring in \$10,000 each from the General Fund, Park Maintenance Fund, Water Operations Fund and Sewer Operations Fund. This annual \$40,000 will be set aside for the next General Plan update process.

[207-5170] General Plan Update

				04/05	04/05	05/06
		02/03	03/04	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
41100	SALARIES - GENERAL	3,129	11,832	15,965	486	16,899
41270	SALARIES - PART-TIME	-	847	-	4,675	-
41271	SALARIES - PART-TIME TEMP	-	-	-	-	46,000
41320	SALARIES - OTHER PAYOUT	63	2,454	-	-	-
41490	OVERTIME - GENERAL	22	-	-	-	-
41560	UNEMPLOYMENT INSURANCE	-	58	43	16	45
41620	RETIREMENT - GENERAL	35	307	1,338	146	2,160
41690	DEFERRED COMPENSATION	136	567	463	39	555
41700	GROUP INSURANCE	215	689	886	109	1,078
41701	MEDICARE	7	73	231	243	245
41730	INCOME PROTECTION INS	43	162	171	13	165
41760	WORKERS COMP	74	1,385	658	187	698
41799	BENEFITS	48	204	-	27	-
	< <employee services="">></employee>	3,772	18,577	19,755	5,941	67,845
42214	TELEPHONE	99	48	48	50	50
42231	CONTRACT SERVICES	34,807	38,320	117,244	64,759	81,000
42236	BANK CARD SERVICE FEES	-	-	-	200	220
42257	PRINTING	-	-	5,000	-	-
	< <supplies &="" services="">></supplies>	34,906	38,368	122,292	65,009	81,270
45003	GENERAL LIABILITY INSURANCE	175	165	413	569	163
45010	GF ADMIN	5,465	5,912	5,282	5,282	5,275
	< <internal services="">></internal>	5,640	6,077	5,695	5,851	5,438
	5170 - GENERAL PLAN UPDATE	44,318	63,022	147,742	76,801	154,553

[740-2115] Building Maintenance (Community and Cultural Center)

ACTIVITY DESCRIPTION

This has been another exciting year for the Community and Cultural Center, Community Playhouse, and Gavilan College facilities. The Building Maintenance component is responsible for all repairs, maintenance, and event set-up for the Community and Cultural Center, the Community Playhouse, and the Gavilan College facilities.

FY 2004/05 HIGHLIGHTS

- · Staff attended safety training
- Staff attended customer service training
- Staff continued to improve event set-up and maintenance activities
- PG&E conducted an energy use audit to determine cost saving measures
- Repair of HVAC system resulting in reduced noise level during operation

FY 2005/06 ACTIVITY GOALS

- Install a remote on/off timer switch for the water feature
- · Change carpet in Children's Pavilion to linoleum
- · Remove and replace exterior doors

FINANCIAL COMMENTS

The Community and Cultural Center is currently operating at 70 percent cost recovery with 30 percent General Fund support. Gavilan College is responsible for the payment of common area maintenance, janitorial staff, and all supplies for their facility.

[740-2115] Building Maintenance (CCC)

Acct	Description	02/03 Actuals	03/04 Actuals	04/05 Current Budget	04/05 Estimated Actual	05/06 Adopted Budget
41100	SALARIES - GENERAL	-	-	111,804	100,701	55,650
41270	SALARIES - PART-TIME	-	-	-	14,491	-
41280	SALARIES - P.T. REIMBURSEMENT	-	-	-	-	-
41320	SALARIES - OTHER PAYOUT	-	-	-	-	-
41490	OVERTIME - GENERAL	-	-	5,000	3,000	3,000
41560	UNEMPLOYMENT INSURANCE	-	-	918	499	616
41620	RETIREMENT - GENERAL	-	-	16,993	15,020	11,066
41690	DEFERRED COMPENSATION	-	-	190	686	33
41700	GROUP INSURANCE	-	-	26,775	18,709	12,666
41701	MEDICARE	-	-	1,621	1,343	807
41730	INCOME PROTECTION INS	-	-	1,759	1,476	994
41760	WORKERS COMP	-	-	7,508	9,708	5,103
	< <employee services="">></employee>	-	-	172,568	165,633	89,935
42208	ELECTRIC	-	-	142,000	108,000	122,000
42210	WATER/SEWER	-	-	-	5,200	5,500
42214	TELEPHONE	-	-	-	500	500
42231	CONTRACT SERVICES	-	-	45,000	61,000	62,000
42248	OTHER SUPPLIES	-	-	10,000	12,500	12,500
42250	ADVERTISING	-	-	-	-	-
42510	MAINT - BLDGS/IMPROVEMENTS	-	-	115,000	55,000	55,000
42526	MAINT - AUTO/TRUCKS	-	-	-	500	1,000
	< <supplies &="" services="">></supplies>	-		312,000	242,700	258,500
45003	GENERAL LIABILITY INSURANCE	-	-	5,100	7,023	12,436
45009	I.S. SERVICES	-	-	1,530	1,530	1,683
	< <internal services="">></internal>	-	-	6,630	8,553	14,119
	2115 - COMMUNITY CULTURAL CENTER	-	-	491,198	416,886	362,554

[740-2120] Building Maint. (Aquatics)

ACTIVITY DESCRIPTION

The first summer of operation was a huge success for the Aquatics Center. The Building Maintenance component is responsible for all repairs, maintenance, event set-up, and long-term equipment replacement for the Aquatics Center.

FY 2004/05 HIGHLIGHTS

- All start-up, preventative, and general maintenance schedules for each piece of equipment have been established
- A PG&E energy audit of the facility was performed; recommendations for cost savings were implemented

FY 2005/06 ACTIVITY GOALS

- Fill vacant half-time custodial position
- · Research and evaluate alternative energy sources
- · Provide boiler, heating, and ventilation training
- · Install a workstation for janitorial staff
- · Replace water level mechanism
- · Develop an inventory of critical replacement parts for operational equipment

FINANCIAL COMMENTS

Operations and maintenance of the Aquatics Center are currently at 100 percent cost recovery through charges to the Aquatics Budget.

[740-2120] Building Maint. (Aquatics)

				04/05	04/05	05/06
		02/03	03/04	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
41100	SALARIES - GENERAL	-	-	16,800	-	19,963
41270	SALARIES - PART-TIME	-	-	-	7,000	-
41320	SALARIES - OTHER PAYOUT	-	-	-	-	-
41490	OVERTIME - GENERAL	-	-	-	500	1,000
41560	UNEMPLOYMENT INSURANCE	-	-	286	203	317
41620	RETIREMENT - GENERAL	-	-	2,625	910	3,918
41700	GROUP INSURANCE	-	-	4,770	1,876	5,346
41701	MEDICARE	-	-	244	87	289
41730	INCOME PROTECTION INS	-	-	397	152	438
41760	WORKERS COMP	-	-	1,655	771	1,756
	< <employee services="">></employee>	-	-	26,777	11,499	33,027
42208	ELECTRIC	-	-	160,000	208,000	220,000
42210	WATER/SEWER	-	-	12,000	15,500	18,000
42231	CONTRACT SERVICES	-	-	100,000	38,000	45,000
42248	OTHER SUPPLIES	-	-	6,000	6,000	6,000
42250	ADVERTISING	-	-	-	200	-
42254	POSTAGE & FREIGHT	-	-	-	-	-
42281	SMALL TOOLS	-	-	-	-	-
42408	TRAINING & EDUCATION	-	-	-	50	1,500
42510	MAINT - BLDGS/IMPROVEMENTS	-	-	-	25,000	25,000
	< <supplies &="" services="">></supplies>	-	-	278,000	292,750	315,500
43825	MACHINERY/EQUIPMENT	-	-	5,000	-	12,000
	< <capital outlay="">></capital>	-	-	5,000	-	12,000
45003	GENERAL LIABILITY INSURANCE	-	-	1,154	1,589	6,968
	< <internal services="">></internal>	-	-	1,154	1,589	6,968
	2120 - AQUATICS CENTER	-	-	310,931	305,838	367,495

[740-5150] Building Maintenance

ACTIVITY DESCRIPTION

Building Maintenance is responsible for custodial, maintenance, and repair services of 49 Cityowned buildings, such as the Morgan Hill Library, El Toro Youth Center and YMCA (Friendly Inn.) Included in these services are the installation and maintenance of telephone and security systems. The building maintenance activities of the Community and Cultural Center and the Aquatics Center are separate from general Building Maintenance.

FY 2004/05 HIGHLIGHTS

- Maintenance staff attended safety training workshops
- Staff developed and implemented long-term maintenance schedules
- Staff hired contractors to provide preventative maintenance

FY 2005/06 ACTIVITY GOALS

- · Train and cross-train janitorial staff to work at different facilities as needed
- Establish a plan for energy requirements, janitorial needs, and long-term maintenance schedules of the Indoor Recreation Center
- Maintain the City's facilities in a state of clean and good repair, protecting and preserving the investment

FINANCIAL COMMENTS

The Building Maintenance Fund is an Internal Service Fund that accounts for the cost of maintaining City facilities by charging the departments that use those facilities. An additional fee is charged for the scheduled replacement of building equipment, such as mechanical systems.

The FY05-06 budget does not include a request to fund the position of Maintenance Supervisor. The creation of this position was recommended in an analysis conducted by Maximus consultants in order to meet the need for increased general building maintenance services and the addition of 3 major public facilities.

CY 03/04	CY 04/05	CY 05/06
<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
7,280 .	7,280 .	8,320
\$2.51 .	\$1.53 .	\$1.75
	<u>ACTUAL</u> 7,280	CY 03/04 ACTUAL CY 04/05 PROJ

[740-5150] Building Maintenance

		02/03	03/04	04/05 Current	04/05 Estimated	05/06 Adopted
	Description	Actuals	Actuals	Budget	Actual	Budget
	SALARIES - GENERAL	53,974	73,715	114,693	68,810	122,250
41270	SALARIES - PART-TIME	67,442	54,233	-	32,521	-
41280	SALARIES - P.T. REIMBURSEMENT	202	474	-	300	-
41320	SALARIES - OTHER PAYOUT	3,780	2,260	-	3,000	4,000
41490	OVERTIME - GENERAL	1,756	349	1,500	4,000	6,000
41500	OVERTIME - SAFETY	105	-	-	-	-
41560	UNEMPLOYMENT INSURANCE	18	539	1,101	624	1,151
41620	RETIREMENT - GENERAL	8,169	10,072	16,733	16,737	23,269
41690	DEFERRED COMPENSATION	456	906	475	892	489
41700	GROUP INSURANCE	15,139	17,149	23,856	17,603	19,067
41701	MEDICARE	1,299	999	1,663	1,063	1,773
41730	INCOME PROTECTION INS	2,077	1,922	1,945	1,627	2,005
41760	WORKERS COMP	6,351	7,393	8,483	10,210	9,146
	< <employee services="">></employee>	160,768	170,010	170,449	157,387	189,150
42208	ELECTRIC	78,021	41,642	145,000	165,000	180,000
42210	WATER/SEWER	26,854	33,874	-	30,000	38,000
42214	TELEPHONE	7,631	5,606	5,340	5,000	5,000
42228	GASOLINE & OIL	-	1,094	-	-	-
42231	CONTRACT SERVICES	71,277	86,372	65,000	65,000	92,860
42240	RENTALS - OUTSIDE	-	-	1,000	-	1,000
42242	CORP YARD COSTS	1,216	-	-	-	-
42244	STATIONERY & OFFICE SUPPLIES	-	-	200	-	-
42248	OTHER SUPPLIES	11,725	16,257	15,000	15,000	18,000
42254	POSTAGE & FREIGHT	59	1	50	-	-
42281	SMALL TOOLS	-	-	500	-	500
42408	TRAINING & EDUCATION	-	4,725	-	-	-
42415	CONFERENCE & MEETINGS	65	-	-	-	-
42510	MAINT - BLDGS/IMPROVEMENTS	114,343	89,988	125,000	88,000	88,000
42526	MAINT - AUTO/TRUCKS	5,121	4,521	5,200	1,000	1,000
42536	MAINT - OTHER	28	-	2,000	1,000	1,000
	< <supplies &="" services="">></supplies>	316,342	284,080	364,290	370,000	425,360
45003	GENERAL LIABILITY INSURANCE	15,286	13,946	6,577	9,057	21,702
	< <internal services="">></internal>	15,286	13,946	6,577	9,057	21,702
49222	TRANSFER OUT-346 (PUBLIC FACILITIES)	-	54,000	-	-	
	< <transfers>></transfers>	-	54,000	-	-	-
	5150 - BUILDING MAINTENANCE	492,395	522,036	541,316	536,444	636,212